

(ATTACHMENT A)

STAT Packing & Crating Daily Status Report was at the request of the Chief of [] the year of 1960, and it has many valid purposes for its continuation as follows:

1. It informs top management of the incoming documents and line items received, completed documents and line items processed, and the documents and line items pending.
2. To determine the amount of space that is actually required for holding area until material is processed.
3. Used as a guide for re-ordering of packing supplies.